



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্রাপ্ত কর্তৃত্বৰ দ্বাৰা প্রকাশিত

PUBLISHED BY THE AUTHORITY

নং 199 দিশপুৰ, বহুমতিবাব, 1 এপ্রিল, 2021, 11 চতুর্দশ, 1943 (শক)

No. 199 Dispur, Thursday, 1st April, 2021, 11th Chaitra, 1943 (S. E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
POWER (ELECTRICITY) DEPARTMENT

NOTIFICATION

The 25th February, 2021

No. PEL.237/2016/208.- In exercise of the powers conferred by clause (l) of section 57 read with clause (a) and (h) of section 15 of the Energy Conservation Act, 2001 (Central Act 52 of 2001), the Governor of Assam is hereby pleased to make the following rules in co-ordination with the Bureau of Energy Efficiency, namely: -

Short title and commencement 1. (1) These rules may be called the Assam Energy Conservation Building Code Rules, 2020.

(2) They shall come into force on the date of their publication in the Official Gazette.

Definitions 2. (1) In these rules, unless the context otherwise requires, -

(a) "Act" means the Energy Conservation Act, 2001 (52 of 2001);

(b) "best practices" means those measures that allow for optimisation of efficiencies in the identified components and systems to enhance the energy efficiency of the building; or

(i) reduce the cost of construction having regard to the safety, stability of the building structure, health and environmental provisions of Central laws or Assam laws; and

(ii) includes energy conservation measures approved by the Assam Energy Conservation Building Code Implementation Committee

or Assam Energy Conservation Building Code Compliant Technical Grievances Redressal Committee or National Energy Conservation Building Code Implementation Committee;

(c) "building complex" means a building or group of buildings constructed in a contiguous area for business, commercial, institutional purposes or assembly of buildings under the single ownership of individuals or group of individuals or under the name of a co-operative group society or on lease and sold as shops or office space or space for other commercial purposes;

(d) "built-up area" means the total covered areas on all floors of a building from the basement to all storeys covered by walls and parapet measured at the floor levels excluding parking;

(e) "bye-laws" means the building bye-laws framed by the Assam Government or any authority under its control to regulate the building activities in its areas falling in the jurisdiction of –

(i) all Municipal authorities or Committees or Councils;

(ii) all Metropolitan areas or Nagar Panchayats;

(iii) all areas covered under the Development or Planning authorities;

under various development plans notified by the Assam Government and enforced by such authority in its jurisdiction in which the Energy Conservation Building Code compliant building shall be located and includes any regulation or rule framed by the Assam Government or any other authority having jurisdiction established by the Assam Government;

(f) "Certified Energy Auditor (Building)" means a person who fulfils the eligibility criteria specified in the Energy Conservation (Minimum qualification for Energy Auditors and Energy Managers) Rules, 2006 and has qualified National Examination for Energy Conservation Building Codes Compliance;

(g) "Code" means the Assam Energy Conservation Building Code 2020 (Annexure-1) or the latest framed by the State Government under this Act;

(h) "compliance documents" mean the forms specified in Appendix D of the Code and includes certificates from Empanelled Energy Auditors (Building) to conform compliance with these rules,

(i) "connected load" means the total of the rated wattage of all equipment, appliances and devices to be installed or installed in the building or part of the building or building complexes in terms of kiloWatt (kW) that shall be allocated to all applicants for electric

power consumption in respect of the proposed building or building complex, as the case may be, on their completion;

(j) "construction documents" mean drawings or documents containing information pertaining to building construction processes and approvals, building materials and equipment specification, architectural details required by the authority having jurisdiction;

(k) "contract demand" means the maximum demand in kiloWatt (kW) or kilo-Volt Ampere (kVA) (within a consumer's sanctioned load) agreed to be supplied by the electricity provider or utility in the agreement executed between the user and the utility or electricity provider;

(l) "Empanelled Energy Auditors (Building)" means a firm consisting of the Certified Energy Auditor certified under Bureau of Energy Efficiency (Certification Procedures for Energy Auditors and Energy Managers) Regulations, 2010 and Certified Energy Auditor (Building), and empanelled with the Bureau;

(m) "energy conservation measures" mean the measures incorporated in the building design for saving energy, or enhancing comfort in peak electrical or thermal demand, or reducing cooling or heating load covering any element of a component with any other element of the same or other component of the Code and includes any such measure incorporated in the said building design of the proposed or existing building;

(n) "energy performance index" means annual energy consumption of a building in kiloWatt-hours per square meter of the area of the building which shall be calculated as per the following formula:

$$\text{Energy Performance Index} = \frac{\text{Annual energy consumption in kWh}}{\text{Total built up area (excluding storage area and the parking in the basement) in m}^2}$$

(o) "energy performance index ratio" means the ratio of the energy performance index of the proposed building to the energy performance index of the standard baseline building;

(p) "establishment" means a business or other organisation, or the place where an organisation operates and includes a Government establishment and private establishment;

(q) "form" means the forms appended to these rules;

(r) "owner" means a person, group of persons, a company, a trust, an institute, registered body, Assam Government or Central Government and its attached or sub-ordinate departments, undertakings and such other agencies or organisations in whose name the property stands

registered in the revenue records for the construction of a building or building complex;

(s) "proposed design" means the computerised design of a building consistent with the actual design of a building which complies with all the requirements of the Code either through prescriptive or whole building performance method;

(t) "State designated agency" means the "Assam State Designated Agency" established under section 15(d) of the Energy Conservation Act, 2001 by the Government of Assam in consultation with the Bureau of Energy Efficiency vide notification no. NO.PEL 81/2002/45 dated 6th September 2002

(u) "Authority having jurisdiction" means the concerned municipal committee charged with releasing building permit/licences in the district

(v) "standard baseline design" means the standard design that complies with all the mandatory and prescriptive requirements of the Code and has the same built-up area of the proposed building;

(2) Words and expressions used herein and not defined, but defined in the Act, or in the Code, shall have the meanings respectively assigned to them in the Act or in the said Code.

Application

3. These rules shall apply to every building, which is used or intended to be used for commercial purposes, having a connected load of 100 kiloWatt (kW) or above or a contract demand of 120 kilo-Volt Ampere (kVA) or above and such building shall cover the following components, namely: –

(a) building envelope;

(b) comfort systems and controls (heating, ventilation and air conditioning, service hot water system);

(c) lighting and controls;

(d) electrical and renewable energy systems;

(e) any other system, as may be specified from time to time by the Bureau:

Provided that these rules shall not apply to equipment, appliances, devices and parts of building that use energy primarily for manufacturing processes.

Provided further that wherever these rules are in conflict with safety, security, health or environmental codes, or Bureau of Energy Efficiency's Standard and Labelling for equipment or appliances, and Star Rating Program for buildings, and if they are more stringent than the requirement of these rules then they shall prevail over these rules.

Provided, also, that if any existing building after additions or alterations changes its connected load to 100 kilo-Watt (kW) or above or a contract demand of 120 kilo-Volt Ampere (kVA) or above shall comply with the provisions referred to in clauses (a) to (e) of this rule.

Compliance mechanism.

4. (1) The compliance of energy performance of a building shall be ensured by the owner by following either of the following methods, namely: –

- (a) Prescriptive Method – The building shall comply with the mandatory requirements and prescriptive requirements as specified in the Code for envelope components, comfort systems and controls, lighting and controls, electrical and renewable energy systems;
- (b) Whole Building Performance Method – The building shall comply with all mandatory measures and the requirements specified in the whole building performance method of the Code and the energy performance index of the proposed design under this method shall be the same or less than the energy performance index of the standard baseline design of building as follows:

$$\text{Energy Performance Index ratio} = \frac{\text{Energy Performance Index of proposed design}}{\text{Energy Performance Index of standard baseline design}} \leq 1$$

(2) The summary covering building envelope, comfort systems and controls, lighting and controls, and electrical and renewable energy systems and their checklists under Prescriptive Method and Whole Building Performance Method shall be as specified in the Appendix D of the Code.

Procedure for erection of Code compliant building

5. (1) Every owner who intends to erect or re-erect a building or make alterations or additions in any building under these rules shall submit to the concerned authority having jurisdiction, an application in Form I accompanied by –

- (a) construction documents duly signed by the owner(s) together with an undertaking in Form II;
- (b) construction documents shall ensure –
 - (i) compliance with the applicable building bye-laws in force;
 - (ii) building design incorporates energy conservation measures and best national and international practices having regard to the climatic conditions of the site and specific needs of the building so as to optimise the energy performance index ratio of the building;
 - (iii) that all the data, building features, identified energy conservation measures under various building components and systems are shown in detail and in the manner specified in the applicable bye-laws;
 - (iv) the drawing of plan, colour of plan, dimensions of plan, scale of plan as per requirements of the applicable bye-laws in force;
- (c) compliance documents covering the construction of components and systems of the Code, duly certified by Empanelled Energy Auditor(s) (Building) including the following, namely: –

- (i) energy performance index ratio report in respect of the proposed building at the design stage;
- (ii) certificate in Form III by Empanelled Energy Auditor(s) (Building) certifying the compliance documents as specified in Appendix D of the Code;
- (iii) have been scrutinised or verified in respect of the identified energy conservation measures; and
- (iv) an application with heading super scribed "Application for permission to erect/re-erect an Energy Conservation Building Code Compliant Building", duly signed by the owner(s) seeking building permit from the concerned authority having jurisdiction before starting construction work in respect of the proposed building.

(2) The authority having jurisdiction may require submission of documents in electronic form or hard copy of the documents, referred to in sub-rule (1).

(3) The Empanelled Energy Auditor(s) (Building), at the design stage, shall follow the following procedure of inspection, namely: –

- (a) scrutinise the construction documents with respect to–
 - (i) floor area;
 - (ii) window area;
 - (iii) wall area;
 - (iv) roof area of the building;
 - (v) built-up area of the proposed design of the building;
- (b) scrutinise the Code compliance documents and the check list as specified in the Appendix D of the Code and identify –
 - (i) the energy conservation measures that are applicable to the proposed design of building;
 - (ii) insulation quantities in walls and roof, and the construction assemblies, solar heat gain co-efficient, visible light transmittance and thermal transmittance (U-factor) for window assemblies;
 - (iii) heating, ventilation and air-conditioning component tables for air-handling equipment, refrigeration equipment, condensing equipment and air-flow summaries;
 - (iv) heating, ventilation and air-conditioning equipment efficiencies and control equipment; tables showing lighting equipment schedules;
 - (v) lighting power density calculations in the design documents;
 - (vi) lighting controls;
 - (vii) motor efficiencies and controls;

(viii) findings of the document; review to match with the energy model inputs for the proposed building by using the simulation tool approved by the Bureau;

(c) scrutinise energy performance index ratio projected at the design stage;

(d) verify and certify the items from (i) to (viii) of clause (b) and clause(c);

(e) fill the check list as specified in the Appendix D of the Code and issue correction list in case the design documents of the proposed design of building provide inadequate information or do not meet the requirements of these rules and shall –

(i) communicate his/her/their findings in Form IV to the owner(s) of the building under intimation to the concerned authority having jurisdiction;

(ii) give specified time to the owner(s) to implement its findings;

(iii) satisfy himself/herself/themselves that the communication received from the owner(s) within the specified time, meet the findings and fulfil the shortcomings;

(f) record his/her/their approval and complete the checklist conforming compliance with the Code and these rules, and issue the certificate of approval in Form V to the owner(s) under intimation to the concerned authority having jurisdiction and the Assam State Designated Agency.

(4) The authority having jurisdiction on receipt of application under sub-rule (1) for issue of permit for construction of proposed building shall –

(a) approve the design and sanction building plan only after it has received a certificate in Form II or Form IV from the Empanelled Energy Auditor(s) (Building);

(b) grant permit to erect or re-erect the building or add to or make alterations in the building to carry out the construction works subject to the following conditions in its sanction letter, namely: –

(i) the construction work shall be in accordance with the sanctioned plan and requirement under the Code and these rules;

(ii) the compliance with these rules shall be achieved during construction-in-progress;

(iii) the building shall not be occupied before issuance of occupancy certificate to the owner(s);

(iv) the authority having jurisdiction may, at any stage, revoke the permit on receipt of non-compliance report from the Empanelled Energy Auditor(s) (Building) or on the notice of any misrepresentation of material facts in the application in respect of the provisions of these rules or the Code after giving a reasonable opportunity of being heard to the owner(s).

(5) After receiving the permit, the owner(s) shall-

- (a) give notice of his/her/their intention to start the construction work of the building in Form VI;
- (b) undertake construction of energy conservation measures incorporated in the construction documents in terms of sub-clause (ii) of clause (b) of sub-rule (1);
- (c) have flexibility in constructing the building components and systems covered in the construction documents referred to in clause (a) of sub-rule (1) to most effective use of energy by deploying best practices in such components and systems to optimise the energy performance index ratio;
- (d) take the approval of the Empanelled Energy Auditor(s) (Building) before undertaking such construction referred to in clause (c) if the components and systems proposed to be constructed are other than those incorporated in the construction and compliance document.

(6) The Empanelled Energy Auditor(s) (Building), at construction stage, shall review, verify the specifications of the parameters specified in sub-rule (3) and,

- (a) fill out the checklist specified in the Appendix D of the Code, provide comments if the proposed design of building does not meet the construction requirements and specify the shortcomings in compliance to the Code, these rules and sanctioned plan, and shall-
 - (i) communicate its shortcomings and finding to the owner(s);
 - (ii) give specified time to the owner(s) to implement its findings;
 - (iii) satisfy himself/herself/themselves that the communication received thereafter from the owner(s) meets the specified findings and fulfils shortcomings;
- (b) record his/her/their approval and complete the checklist indicating compliance with the Code and these rules, and issue a certificate of compliance in Form VII to the owner(s) under intimation to the authority having jurisdiction;
- (c) where it is determined at any stage that construction is not proceeding in accordance with the sanctioned plan or is in violation of any of the provisions of the Code and these rules, Empanelled Energy Auditor(s) (Building) shall notify the owner(s), and request for additional information with respect to his/her/their findings or on the short comings identified by him/her/them as per Form VIII;
- (d) in case the Empanelled Energy Auditor(s) (Building) is/are satisfied with the additional information provided by the owner, he/she/they shall record the same in the certificate of compliance in Form VII and communicate the same to the owner under intimation to the authority having jurisdiction;
- (e) in case the Empanelled Energy Auditor(s) (Building) is not satisfied with the additional information submitted by the owner(s) he/she/they shall report the same to the authority having jurisdiction

to ensure that all further construction is stayed until correction has been effectuated and a certificate of compliance has been issued by the Empanelled Energy Auditor(s) (Building).

(7) Every owner shall submit a notice of completion of the building in Form IX to the authority having jurisdiction on the completion of work including the works related to energy conservation measures specified in the sanctioned permit along with the certificate in Form X issued by the Empanelled Energy Auditor(s) (Building) certifying the completion of the building accompanied by –

(a) the duly completed compliance forms together with check list of various components covered under rule (3) at the completion stage which shall include the following –

(i) review of heating, ventilation and air-conditioning component tables for air-handling equipment, refrigeration equipment, condensing equipment, air-flow summaries, tables showing lighting equipment specifications, and tables showing motor specifications;

(ii) inspection of lighting equipment like lamps, ballasts, to confirm fixture wattage and inspection shall include at least random check across according to the type of usage in the building to determine lighting power density;

(iii) review the required lighting controls such as manual switching off perimeter, day lighting circuits, automated occupancy-based control, photo sensor controls, and automated timer-based controls;

(iv) review of coefficient of performance values of installed heating, ventilation and air-conditioning equipment and control equipment;

(v) review of efficiencies of installed motor and controls;

(vi) review of power factor and power distribution losses;

(vii) review the required check metering and monitoring system.

(b) a list of the energy related building features in the proposed design, if any, which are different from the sanctioned or standard baseline design;

(c) all documents and invoices in support of the construction undertaken with respect to all energy conservation measures including insulation, fenestration, heating, ventilation and air-conditioning, lighting and electrical systems, water heating systems of the building.

(8) If the energy performance index ratio at the completion stage is less than or equal to one as compared to the sanctioned plan of the building, it shall be deemed to have complied with the Code and these rules.

(9) If there is deviation in the energy performance index ratio of the sanctioned plan, that is, it is more than one as compared to the sanctioned plan of the building, Empanelled Energy Auditor(s) (Building) shall record its findings in Form XI and communicate the same to the owner(s) and seek compliance of the same through incorporation of additional energy conservation measures. The Empanelled Energy Auditor(s) (Building) shall render technical assistance to the owner(s) to ensure that the proposed design of building becomes compliant with these rules.

(10) The owner(s) shall neither occupy nor allow any other person to occupy the building or part of the building covered under these rules for any purpose until such building or such part thereof has been granted occupancy certificate under the bye-laws of the authority having jurisdiction.

(11) The owner(s) shall give notice of completion of the building and seek permission for occupancy.

(12) The authority having jurisdiction on receipt of such notice by the owner accompanied by a certificate by the Empanelled Energy Auditor(s) (Building), issue the occupancy certificate in Form XII incorporating *inter alia* the following conditions, namely:—

(i) that the energy performance of the building shall be monitored and verified by the Assam Energy Conservation Building Code Implementation Committee;

(ii) that the owner(s) through the Empanelled Energy Auditor(s) (Building) shall submit to the Assam State Designated Agency, an energy performance index report as per Form XIII under intimation to Bureau for two consecutive years after the building has been fully operational;

(iii) in case the energy performance index ratio of the building is more than one, the authority having jurisdiction may issue a provisional occupancy certificate subject to the condition that the owner shall undertake energy audit of the building to identify additional energy conservation measures to achieve the energy performance index ratio of the building approved in the sanctioned plan or permit within a period of three years;

(iv) if the owner(s) fail(s) to achieve the energy performance index ratio as specified in clause (iii) within a period of three years from the date of occupancy of the building, the authority having jurisdiction shall place the matter before the Assam Energy Conservation Building Code Technical Grievances Redressal Committee, which shall hear the owner(s) and the Empanelled Energy Auditor(s) (Building) and make recommendations in the matter accordingly and the authority having jurisdiction shall comply with such recommendations.

(13) The process shall be continued repeatedly till energy performance index ratio of the building comes to less than one or equal to one and Empanelled Energy Auditor(s) (Building) shall fill and submit the compliance documents, as specified in Appendix D of the Code, of various energy conservation measures at each stage namely, design, construction and completion, to achieve conformity with the Code and these rules.

(14) The simulation tool referred in sub-rule (3) shall be based on the standard method of test for the evaluation of building energy analysis computer program.

(15) The owner(s) may approach the Assam Energy Conservation Building Code Compliant Technical Grievances Redressal Committee for redressal of any grievance under the provisions of these rules.

6. Assam Stated Designated Agency, shall constitute the Assam Energy Conservation Building Code Implementation Committee shall be constituted with the members as follows:-

1.	Chief Secretary of Assam or, his/her nominee	Chairman
2.	Nominee from Bureau of Energy Efficiency	Member
3.	Principal Secretary to the Govt. of Assam, Urban Development Department or, his/her nominee	Member
4.	Principal Secretary to the Govt. of Assam, Guwahati Development Department or, his/her nominee	Member
5.	Commissioner & Special Secretary, Public Works Building & NH Dept or, his/her nominee	Member

Function of the Committee Together

7. The Assam Energy Conservation Building Code Implementation Committee and the State Designated Agencies together shall perform the following functions and duties, namely:-

- (i) promote energy efficiency standards through optimisation of parameters in the various components and systems of the building in line with the provisions of these rules to enhance the building performance and provide every support to it to make it an effective instrument of promoting energy conservation and energy efficiency in the commercial buildings or establishment;
- (ii) forward its recommendations to the Bureau to assist the National Energy Conservation Building Code Implementation Committee to develop and revise energy consumption standards for buildings, in terms of energy performance index, zone-wise - warm and humid and cold climate zones, classification-wise;
- (iii) create awareness about Assam Energy Conservation Building Code and procedure for erection of Code compliant building;
- (iv) promote construction of energy efficient buildings ensuring quality and consistency in their constructions having regard to the climatic conditions and needs of the building projects;
- (v) promote capacity building of building professionals, developers and contractors to promote energy efficient designs of buildings in close co-ordination with authorities having jurisdiction;

**Assam Energy
Conservation Building
Code Implementation Committee**

<p>Constitution of (Assam Energy Conservation Building Code Compliant Technical) Grievances Redressal Committee</p> <p>Powers and Function of the Grievance Redressal Committee</p> <p>Responsibilities and duties of the owner(s)</p>	<p>(vi) undertake performance review of annual work of all Empanelled Energy Auditors (Building) to check their credentials;</p> <p>(vii) prepare a summary of violations which shall be provided by the Assam State Designated Agency to the Bureau and review such violations for the purpose of evaluating his/her professional skills;</p> <p>(viii) prepare a yearly report and furnish the same to the Bureau indicating <i>inter alia</i> the progress made in compliance of these rules in Assam and the steps taken by the Assam State Designated Agency, to improve the rate of compliance of Code in Assam;</p> <p>(ix) create data base through compilation of data of energy performance index and its ratio achieved by each building constructed after coming into force of these rules;</p> <p>8. Assam Energy Conservation Building Code Compliant Technical Grievances Redressal Committee headed by Principal Secretary Secretary to the Govt. of Assam, Urban Development Department or his/her nominee, with other members, not exceeding four, nominated by the Assam Energy Conservation Building Code Implementation Committee who are qualified by experience and training to pass judgment upon matters pertaining to construction of Code compliant building in Assam.</p> <p>9. The Assam Energy Conservation Building Code Compliant Grievance Redressal Committee shall discharge following functions, namely; -</p> <ul style="list-style-type: none"> (i) hear grievance filed by the owner(s) of a Code compliant building within the specified time period given by the authority having jurisdiction relating to the building permit, completion certificate, occupancy certificate of building including determination of the energy performance index ratio at the completion stage and interpretation of these rules or any other grievance arising out of the implementation of the Code and these rules; (ii) make recommendations to the authority having jurisdiction to reconsider such issue, or for implementation by the authority having jurisdiction, as the case may be. <p>10. (1) The owner(s) of the Code compliant building shall carry out the work of the said building in accordance with the requirements of the Code and these rules.</p>
---	---

(2) Every owner shall—

(a) engage Empanelled Energy Auditor(s) (Building) in development of building design, installation of energy conservation measures and equipment to meet with the requirements of these rules and ensure following, namely: –

- (i) finalise the compliance approach relevant for his/her/their building project based on the complexity of the building, budget and time constraints;
- (ii) finalise the energy conservation measures as per the Code as amended from time to time having regard to the location of the proposed building;
- (iii) to integrate the energy conservation measures in the building design in accordance with the provisions of these rules;
- (iv) that drawings, specifications and compliance forms are prepared and energy conservation measures are reflected in the building design documents and submitted to the authority having jurisdiction in compliance with the requirements of the rules accompanied by a certificate specifying the energy performance index ratio of the building by the Empanelled Energy Auditor(s) (Building) that the documents are as per the requirement of these rules;
- (v) notice is given within the validity of sanction to the authority having jurisdiction of his/her/their intention to start the construction work at the building site;
- (vi) commence the work within the period specified by the authority having jurisdiction from the date of such notice or seek extension of time for starting the construction work, wherever necessary;
- (vii) ensure that the designed energy conservation measures are deployed in the construction of the building and installation of its components and systems.

(b) permit the Empanelled Energy Auditor(s) (Building) to enter the building or premises at any reasonable time for the purpose of inspection to ensure compliance of building works with rules and regulations under the Act;

(c) give written notice to the authority having jurisdiction intimating the completion of the construction work along with a certificate from the Empanelled Energy Auditor(s) (Building) to the effect that—

- (i) the construction of the building has been done in accordance with the sanction of the building permit;
- (ii) all the energy conservation measures have been installed and inspected, and they meet the requirements of the Code and these rules;
- (iii) the building design meets with the provisions of the Code and these rules;

(d) give written notice to the authority having jurisdiction as well as to the Assam State Designated Agency, in case of termination of the services of Empanelled Energy Auditor(s) (Building) and appointment of other Empanelled Energy Auditor(s) (Building) in its place;

(e) obtain an occupancy permit from the authority having jurisdiction prior to any occupancy of the building or part thereof after completion of the building;

(f) report the practical difficulties to the Empanelled Energy Auditor(s) (Building), if any, in carrying out the provisions of these rules, who shall take necessary action in consultation with the Assam State Designated Agency, and Assam Energy Conservation Building Code Implementation Committee;

(g) on the receipt of the notice, if any, from the authority having jurisdiction, he/she/they shall discontinue such usage within reasonable time as specified in such notice and in no case he/she/they shall disregard the provisions of these rules;

(h) where he/she/they propose(s) to alter the installation of any system or material or equipment on account of improving the energy efficiency of the building contrary to the system, material or equipment as indicated in the sanction plan he/she/they shall use or install such system or material or equipment after obtaining the necessary approval of the Empanelled Energy Auditors (Building):

- Provided that it does not violate the spirit and intent of the provisions of these rules;
- Provided further that such change shall not compromise with the building requirements namely, structural stability, safety, health or environmental provisions of Central laws and Assam laws applicable to the buildings covered under these rules.

(3) The owner may approach the Assam Energy Conservation Building Code Compliant Technical Grievances Redressal Committee for redressal of any grievance under the provisions of these rules.

**Role, responsibilities and duties of the
Empanelled Energy Auditor(s) (Building)**

11. The Empanelled Energy Auditor(s) (Building), whose services are engaged by the owner(s), shall—

- (a) verify and certify—
 - (i) the design of the building keeping in view the design criteria, energy goals of the project, energy systems performance verification plan, and the modelling approach;
 - (ii) the energy conservation measures based on the design approach for the project under consideration;
 - (iii) construction documents and compliance documents, compliance forms and checklists specified to ensure that the building complies with the Code and these rules;
 - (iv) energy performance index ratio of the proposed building;
- (b) furnish a certificate under its seal and authorised signature to the effect that drawings, specifications, construction documents, compliance documents and forms prepared covering building envelope, comfort system and controls, lighting and electrical power systems, wherever applicable, and all other Code related documentation

prepared for submission to the authority having jurisdiction ensuring compliance with these rules;

- (c) inspect the building works from the design stage to its commissioning stage of buildings including their uses under these rules and based on his/her/their certification, the authority having jurisdiction shall issue building permit, approve construction of building, issue completion and occupancy certificates;
- (d) the Empanelled Energy Auditor(s) (Building) shall ensure that none of the professionals or employees working under him/her/them is engaged in any work in connection with the construction or alteration of the concerned building covered under these rules to ensure that there is no conflict of interest of his/her/their official duties with the interests of the authority having jurisdiction;
- (e) report to the Assam State Designated Agency on such unusual technical issues that may arise due to issue of building permit or construction of building or during occupancy stage;
- (f) provide inputs to the National and Assam Energy Conservation Building Code Implementation Committees to facilitate for better implementation of the Code and these rules;
- (g) promote norms and standards specified in the Code.

Responsibilities and duties of the Assam State Designated Agency

- 12. The Assam State Designated Agency established by Assam Government under clause (d) of section 15 of the Act, in consultation with Bureau, shall—
 - (a) coordinate, regulate and enforce provisions of the Code and these rules for efficient use of energy and its conservation under the Act in Assam;
 - (b) ensure every commercial building or establishment having a connected load of 100 kW or above, or contract demand of 120 kVA or above, be constructed in compliance with these rules;
 - (c) monitor the performance of the Empanelled Energy Auditors (Building) to improve the quality, consistency and rate of compliance of these rules with a view to make the cadre of Empanelled Energy Auditors (Building) as effective instruments for promotion of energy efficiency in the building sector in Assam;
 - (d) create a data bank in Assam to measure the compliance rates of the Code compliant buildings and accurately account for the energy savings resulting from the compliance of these rules;
 - (e) also create a data bank on energy use per square meter of area of the building under different zones namely, warm & humid and cold, separately for each category in Assam;

(f) take necessary steps to make energy performance index as a measure to comply with these rules in the various categories of buildings and send its recommendations to the Bureau for the formulation of energy consumption norms and standards in respect of various categories of buildings constructed zone-wise in Assam;

(g) arrange conduct site visits, if considered necessary, to determine the accuracy of reporting by the Empanelled Energy Auditors (Building) in Assam;

(h) prepare a report on performance of the Empanelled Energy Auditors (Building) listing out the projects complying with these rules, projects in violation of compliance with these rules and the level of violation, and provide summary of such violations for each year to the Bureau of Energy Efficiency;

(i) coordinate with the authority having jurisdiction to amend their building bye-laws incorporating the provisions of these rules for the purpose of construction of buildings in compliance with the Code and these rules;

(ii) provide necessary support to the authority having jurisdiction to conform to the provisions of these rules with regard to matters concerning design construction including energy conservation measures and occupancy for improving the energy performance of Code compliant buildings and effectiveness in compliance of these rules.

Miscellaneous

13. (1) The use of any energy conservation measures or method or design or construction not specifically specified under these rules shall not be prevented by the authority having jurisdiction if such energy conservation measures or method or design or construction is found to be satisfactory by the Assam Energy Conservation Building Code Compliant Technical Grievance Redressal Committee and such energy conservation measures or method or design or construction assist the owner(s) in optimising the energy performance index ratio in the use of energy on its occupancy.

(2) The Code shall be reviewed periodically, at least once in five years, to determine the need for revision or withdrawal of standards specified in the Code, and such standards which in the opinion of the Bureau need no revision or amendment shall be reaffirmed.

NIRAJ VERMA,
Principal Secretary to the Government of Assam
Power (E) Department.

Form I**[See rule 5(1)]****Application for Seeking Building Permit in Respect of Erection/Re-erection/Making Alteration in the Assam Energy Conservation Building Code Compliant Building**

To

The Commissioner or (name of the competent authority)

Authority having jurisdiction,

Name of the city

Name of the state

Date: ___/___/___

Subject: Application for erection of Assam Energy Conservation Building Code compliant building in premises of Plot No. _____ Block No. _____ Scheme _____ Street _____ in the town/city of _____, Assam

Sir/Madam,

I/We the undersigned hereby give you notice of my/our intention to erect /re-erect/alter the Assam Energy Conservation Building Code Compliant Building under the Assam Energy Conservation Building Code Rules, 2020 in the premises of Plot No. _____ Block No. _____ Scheme _____ in the town/city of _____, Assam and request for issue of building permit for the construction of the Assam Energy Conservation Building Code compliant building. The following documents are enclosed:

- (i) Construction Documents and Compliance Forms together with check-lists incorporating the installation of Energy Conservations Measures specified in the aforesaid rules.
- (ii) The Construction Documents and Compliance Forms together with check-lists have been verified by Mr./Ms. _____ Registration No. _____ Empanelled Energy Auditor(s) (Building). A certificate in Form II duly signed and sealed in this regard is enclosed.

Yours faithfully,

(Name of the owner(s))

Address

Tel. No./Mobile No.

Form II**[See rule 5(1)(a)]****[Undertaking by Owner(s) for Construction of the Assam Energy Conservation Building Code Compliant Building]**

I/We am/are the owner(s) of the aforesaid Plot No. _____ Block No. _____, and the proposed building on completion of construction shall have a connected load/contract demand of 100 kW/120 kVA or above and is proposed to be constructed to use or intended to be used for commercial purposes.

The proposed building accordingly attracts the provisions of Assam Energy Conservation Building Code Rules, 2020.

I/we undertake that the aforesaid building shall be constructed in accordance with the bye-laws of the Municipal Authority and the provisions of the Assam Energy Conservation Building Code Rules, 2020. In case any deviation is noticed during the construction of the building, I/we shall indemnify the loss to the authority having jurisdiction.
*

I/we further undertake that the information supplied in the enclosed drawings and the application is accurate to the best of my/our knowledge and if any of the information supplied is found to be incorrect and such information result in loss to the Central or the Assam Government or any other authority under them, I/ we undertake to indemnify such loss.

Signature

(Name of the owner(s))

Address

Tel. No./Mobile No.

Form III

[(See rule 5(1)(c)(ii) and 5(4)(a)]

[Certificate from Empanelled Energy Auditor(s) (Building) to be Enclosed with the Application for Building Permit for Assam Energy Conservation Building Code Compliant Building]

Certificate

I/We am/are Empanelled Energy Auditor(s) (Building) having registration no. _____ under the Energy Conservation Act 2001 (52 of 2001) and am/are authorised to scrutinise and verify the design of Assam Energy Conservation Building Code compliant building. I/We certify that –

- (a) I/We have scrutinised the construction documents, undertaking given by the owner(s) duly signed by the owner(s)/design professional(s) showing all the pertinent data and features of the building, equipment and systems in sufficient details covering building envelope, heating, ventilation and air-conditioning, service hot water, lighting and electrical power in accordance with municipal bye-laws and with the Assam Energy Conservation Building Code rules, 2020 in respect of building proposed to be constructed on Plot No. _____ Block No. _____ Scheme _____ in the town/city of _____ in the state of Assam;
- (b) I/We have scrutinised the compliance forms with the check-lists to ensure compliance with the bye-laws and the Assam Energy Conservation Building Code Rules, 2020.
- (c) The compliance documents have been duly inspected by the undersigned.
- (d) The energy performance index ratio of the building design as per compliance documents, at the design stage is equal to or less than one and is therefore in compliance with the Assam Energy Conservation Building Code Rules, 2020.
- (e) It is certified that all required scrutiny and verification of the documents submitted have been carried out diligently, truthfully and all reasonable professional skill, care and diligence have been taken in scrutinising and verifying the drawings of the buildings and compliance forms together with check-lists covering the various components of the Assam Energy Conservation Building Code rules, 2020.
- (f) The contents of all the documents submitted along with the application are a true representation of the facts and nothing has been concealed.

There is no objection for issue of building permit in respect of the aforesaid proposed building in so far as requirements of Assam Energy Conservation Building Code rules, 2020 are concerned.

Signature

Name of the Empanelled Energy Auditor(s) (Building)

Registration No. /Seal

Date

Form IV

[See rule 5(3)(e)(i) & 5(4)(a)]

[Certificate of Inspection by Empanelled Energy Auditor(s) (Building) on Review of Building Permit Application in Respect of the Proposed Building - Communication of Omissions and Non-compliance to Owner(s)]

To

Mr./Ms. _____,

Address

Subject: Application for erection of proposed building in premises of Plot No. _____ Block No. _____ Scheme _____ Street _____ in the town/city of _____, Assam - Details of omission/non-compliance with the Assam Energy Conservation Building Code rules, 2020 on design stage inspection

Sir/Madam,

* I/We, (Name), being the authorised Empanelled Energy Auditor(s) (Building) vide order no. _____ hereby state that I/we have reviewed and verified the undertaking given by you and have inspected the construction documents, compliance forms, check-lists, submitted along with building permit application in respect of the various elements specified in sub-rule (3) of rule 6 of the various components of the proposed building in respect of the subject building and inform that the following omission(s)/non-compliance have been discovered on inspection

-
- (i)
- (ii)
- (iii)
- (iv)

It is requested that the necessary energy conservation measure(s), in consultation with your design team, be carried out in order to bring them in compliance with the Assam Energy Conservation Building Code Rules, 2020. You are accordingly requested to take corrective action within a period of one month from the date of issue of this letter. Further action on your application for issue of building permit shall be taken after satisfactory compliance of the aforesaid omission/non-compliance.

Signature

Empanelled Energy Auditor(s) (Building)

Registration No., Mobile No.

Seal

Form V
[See rule 5(3)(f)]

[Certificate of Inspection by Empanelled Energy Auditor(s) (Building) on Review of Building Permit Application Enclosing Construction Documents and Compliance Forms in Respect of Assam Energy Conservation Building Code Compliant Building]

I/We, (Name), being the authorised Empanelled Energy Auditor(s) (Building) vide order no. hereby state that I/we have reviewed and verified the undertaking given by the owner(s), and have inspected the construction documents, compliance forms, check-lists, submitted along with building permit application in respect of the various elements of the proposed Assam Energy Conservation Building Code compliant building in the premises of Plot No. Block No. Scheme in the town/city of _____, Assam and certify that the

- (i) the omission/non-compliance pointed out by the undersigned in the Certificate of Inspection dated have been complied with satisfactorily;
- (ii) the energy performance index ratio calculation matches with the data given in the aforesaid documents and is in compliance with the Assam Energy Conservation Building Code Rules, 2020.

I/We further certify that –

- (a) all reasonable professional skill, care, and diligence have been taken in verifying the compliance forms in respect of the various elements of the components covered in Assam Energy Conservation Building Code rules, 2020 and contents thereof are a true representation of the facts and meet the requirements of Assam Energy Conservation Building Code Rules, 2020.
- (b) There is no objection for issue of building permit in respect of the aforesaid proposed building in so far as requirements of Assam Energy Conservation Building Code Rules, 2020 are concerned.

The check-list duly completed and signed by the undersigned is enclosed.

Signature

Authorised/Empanelled Energy Auditor(s) (Building)

Registration No., Mobile No.

Seal

Form VI

[See rule 5(5)(a)]

Notice for Commencement of Construction Work of Assam Energy Conservation Building Code Compliant Building

To

The Commissioner or (name of the competent authority)

Authority having jurisdiction,

Name of the city

Name of the state

Date: ___/___/___

Subject: Erection of Assam Energy Conservation Building Code compliant building on premises of Plot No. ____ Block No. ____ Scheme ____ Street ____ in the town/city of _____, Assam - Notice for commencement of building construction work

Sir/Madam,

I/We hereby give notice for commencement of building work, including implementation of Assam Energy Conservation Measures, for erection of Assam Energy Conservation Building Code compliant building in the aforesaid site i.e. Plot No. ____ Block No. ____ Scheme ____ Street ____ in pursuance of the sanction granted by the authority having jurisdiction/vide file no./letter no. _____

Yours faithfully

Signature of the owner(s)

(Name of the owner(s))

Address of the owner(s)

Tel. No./Mobile No.

Form VII
[See rule 5(6)(b) and (d)]

[Certificate of Inspection by Empanelled Energy Auditor(s) (Building) on Review of Construction Works Enclosing Construction Documents and Compliance Forms in Respect of Assam Energy Conservation Building Code Compliant Building - Issue of Certificate of Compliance]

To
The Owner(s),
Address

I/We, (Name), being the authorised/Empanelled Energy Auditor(s) (Building) vide order no. _____ hereby state that I/we have reviewed the undertaking given by the owner(s), energy conservation measures installed during the construction works and have reviewed the construction documents, compliance forms, checklists, submitted along with progress in construction works in respect of the various elements of the components referred to in sub rule (6) of Rule 6 of the proposed Assam Energy Conservation Building Code compliant building in the premises of Plot No. _____ Block No. _____ Scheme _____ in the town/city of _____, Assam and certify that the energy performance index ratio calculation match with the data given in the aforesaid documents;

I/We further certify that all reasonable professional skill, care, and diligence have been taken in verifying the construction document and compliance forms in respect of the various elements of the components covered in Assam Energy Conservation Building Code rules, 2020 and contents thereof are a true representation of the facts and meet the requirements of Assam Energy Conservation Building Code rules, 2020.

The check-list duly completed and signed by the undersigned is enclosed.

Signature

Name

Empanelled Energy Auditor(s) (Building)

Registration No., Mobile No.

Seal

Copy to: Commissioner, Authority having jurisdiction, Name of the City/Town
Chief Electrical Inspector-cum-Adviser, Assam State Designated Agency, Address

Form VIII
[See rule 5(6)(c)]

[Certificate of Inspection by Empanelled Energy Auditor(s) (Building) on Review of Construction Works Enclosing Construction Documents and Compliance Forms in Respect of Assam Energy Conservation Building Code Compliant Building - Issue of Certificate of Non-compliance]

To
Mr./Ms. _____
Owner
Address

Date: ___/___/___

Subject: Erection of Assam Energy Conservation Building Code Compliant Building on premises of Plot No. ____ Block No. ____ Scheme ____ Street ____ in the town/city of ____, Assam - Communication of findings by the Empanelled Energy Auditor(s) (Building)

Sir/Madam,

I/We, (Name), being the authorised/Empanelled Energy Auditor(s) (Building) vide order no. _____ hereby state that I/we have reviewed the undertaking given by the owner(s), and energy conservation measures under construction, and have reviewed the construction documents, compliance forms, check-lists, submitted along with progress in construction works in respect of the various elements of the components of the proposed Building in the premises of Plot No. ____ Block No. ____ Scheme ____ Street ____ in the town/city of ____, Assam and have to state that the construction has not proceeded in accordance with the sanctioned plan and has deviated/is deviating from the following provisions of Assam Energy Conservation Building Code rules, 2020 namely: -

- (i) _____
- (ii) _____
- (iii) _____

1. None of the above deviations are covered in the best practices approved by the Assam Energy Conservation Building Code Implementation Committee.

Or

2. The following deviations are covered in the best practices by the Assam Energy Conservation Building Code Implementation Committee.

3. The building owner(s) is/are requested to rectify the above deviations or take the approval of the Assam Energy Conservation Building Code Technical Grievance Redressal Committee.

4. The building owner(s), after obtaining the approval provided in para 3 above or rectifying the deviations notified in para 1 above, may inform the undersigned of the action taken in the matter within one month from the date of approval obtained or rectification completed along with the updated check-list to enable me/us to inspect the works in connection with the issue of certificate of approval provided in clause (d) of sub-rule (6) of rule 6 of the Assam Energy Conservation Building Code Rules, 2020.

Yours faithfully

Signature

Name of Authorised/Empanelled Energy Auditor(s) (Building)

Registration No., Mobile No.

Seal

Copy to: Commissioner, Authority having jurisdiction, Name of the City/Town, Assam

Form IX
[See rule 5(7)]

Notice of Completion

To

The Commissioner

Authority having jurisdiction

Name of the City/Town, Assam

Subject: Construction of Assam Energy Conservation Building Code compliant building on Plot No. _____ Block No. _____ Scheme _____ Street _____ in the town/city of _____, Assam - Notice of completion of construction of Assam Energy Conservation Building Code compliant works

Sir/Madam,

I/We hereby give notice that the erection of the building in the premises of Plot No. _____ Block No. _____ Scheme _____ Street _____ in the town/city of _____, Assam including execution and implementation of the energy conservation measures have been completed in accordance with the plans sanctioned vide your office communication no. _____, dated _____.

The following documents are enclosed:-

(i) A certificate of inspection on completion of the aforesaid building from Mr./Ms. _____, Empanelled Energy Auditor(s) (Building) vide Municipal Authority Order No. _____, dated _____.

The building is fit for use for which it has been erected/re-erected/constructed.

It is requested that permission to occupy or use the aforesaid building may be granted.

Yours faithfully,

Signature

Name of the owner(s)

Address

Form X**[See rule 5(7)]**

[Certificate of Inspection by Empanelled Energy Auditor(s) (Building) on Review of Completion of Construction Works Enclosing Construction Documents and Compliance Forms in Respect of Assam Energy Conservation Building Code Compliant Building - Issue of Certificate of Compliance]

To

Name

Owner(s) of the Building,

Address

Subject: Completion of construction works in respect of Assam Energy Conservation Building Code compliant building certificate

I/We, _____ (Name), being the authorised Empanelled Energy Auditor(s) (Building) vide order no. _____ hereby state that I/we have verified the undertaking given by the owner(s), and have inspected the construction documents, compliance forms, check-lists, submitted on completion of building of the proposed Assam Energy Conservation Building Code compliant building in the premises of Plot No. _____ Block No. _____ Scheme _____ Street _____ in the town/city of _____, Assam and certify that the

- (i) The works covered under the Assam Energy Conservation Building Code Rules, 2020 have been completed to the best of my/our satisfaction. The details of the various components/systems completed as per Assam Energy Conservation Building Code rules, 2020 are given below:

Name of the components

- 1.
- 2.
- 3.
- 4.
- 5.

- (ii) The energy performance index ratio of the said building matches with the data given in the aforesaid compliance documents specified in para 1 above.
- (iii) A list of the energy conservation measures deployed in the construction of aforesaid building is enclosed. Necessary approvals required have been taken by the owner(s).
- (iv) The building in my/our view meets the requirements of Assam Energy Conservation Building Code Rules compliant building and is fit for occupancy for which it has been erected, Refer Rule 2(i).
- (v) I/we further certify that all reasonable professional skill, care, and diligence have been taken in verifying the construction document and compliance forms in respect of the various elements of the components covered in the Assam Energy Conservation Building Code rules, 2020 and contents thereof are a true representation of the facts and meet the requirements of the Assam Energy Conservation Building Code rules, 2020.
- (vi) The check-list duly completed, signed and sealed by the undersigned is enclosed.

Yours faithfully

Signature

Name of Authorised/Empanelled Energy Auditor(s) (Building), Registration No., Mobile No.
Seal, Certification No.

A copy of the certificate is sent herewith to:

- (i) Commissioner, Authority having jurisdiction, Town /city/ Assam
- (ii) Chief Electrical Inspector-cum-Adviser, Assam State Designated Agency, Address

Form XI
[See rule 5(9)]

[Certificate of Inspection by Empanelled Energy Auditor(s) (Building) on Review of Completion of Construction Works in Respect of Assam Energy Conservation Building Code Compliant Building - Communication of Omissions and Non-compliance to Owner]

To

Mr./Ms. _____,

Address

Subject: Application for erection of Assam Energy Conservation Building Code Compliant Building in premises of Plot No. _____ Block No. _____ Scheme _____ Street _____ in the town/city of _____, Assam - Details of omission /non-compliance with the Assam Energy Conservation Building Code Rules, 2020 on design/completion stage inspection.

Sir/Madam,

I/We,.....(Name), being authorised Empanelled Energy Auditor(s) (Building) vide order no. _____ hereby state that I/we have reviewed and verified the undertaking given by you and have inspected the construction documents, compliance forms, check-lists, submitted on completion of the proposed Assam Energy Conservation Building Code compliant building in respect of the subject building and inform that the following omission/non-compliance have been found on inspection –

- (i)
- (ii)
- (iii)
- (iv)

You are accordingly requested to take corrective action within a period of three months from the date of issue of this letter. Further action on your application for issue of Completion Certificate shall be taken after satisfactory compliance of the aforesaid omission/non-compliance.

Signature

Empanelled Energy Auditor(s) (Building)

Registration No., Mobile No.

Form XII**[See rule 5(12)]****Occupancy Certificate****(To Be Issued by Authority Having Jurisdiction in Their Occupancy Certificate)**

To

Name of the owner(s)

Address

Subject: Issue of Occupancy Certificate

Sir/Madam,

With reference to your notice of completion of an Assam Energy Conservation Building Code compliant building construction dated _____ on Plot No. _____ Block No. _____ Scheme _____ Street _____ in the town/city of _____, Assam, I/we hereby certify that the said building as per description annexed on Plot No. _____ Block No. _____ Scheme _____ whose plans were sanctioned vide no.dated.....has been inspected with reference to requirements of Assam Energy Conservation Building Code Rules, 2020.

1. The building is declared fit for occupancy as follows:

Climate Zone

24-Hour use Building / Regular Building

Hospitals/Hotels/Call Centre/Other Building Types

Annexure**Description of the building**

i. Ground Floor	Usage	Connected Load
ii. 1st floor
iii. 2nd floor
iv. 3rd floor
v. 4th Floor
vi. etc.

2. The energy performance index ratio of the building on the completion stage is as per the sanction plan. It has been decided by the authority having jurisdiction in consultation with the Assam State Designated Agency, that the building is declared fit for occupancy as specified above, subject to the condition that the owner(s) shall undertake energy audit of the building and identify additional energy conservation measures to achieve the compliance with the energy performance index of the building approved in the sanctioned plan.
3. The energy performance of the Building shall be monitored and verified by the Assam Energy Conservation Building Code Committee for the next two years.

Enclosures: Copy of certified completion plan.

Yours faithfully,

(Signature of building official)

Authority having jurisdiction

Copy to: Chief Electrical Inspector-cum-Advisor, Assam State Designated Agency, Address

Form XIII

[See rule 5(12)(ii)]

[Energy Performance Index Report Submission by Empanelled Energy Auditor(s) (Building) to the Assam State Designated Agency, After the Building Has Become Fully Operational]

To

The Chief Electrical Inspector-cum-Advisor,
Assam State Designated Agency
Government of Assam

Subject: Energy Performance Index Report for Assam Energy Conservation Building Code compliant building constructed on Plot no. _____ Block No. _____ Scheme _____ Street _____ in the town/city of _____, Assam - Communication by the Empanelled Energy Auditor(s) (Building)

Sir/Madam,

I/We, (Name), being the authorised/Empanelled Energy Auditor(s) (Building) vide order no. _____ hereby state that I/we have reviewed the undertaking given by the owner(s), energy consumption for year _____ of the proposed building of type _____ in the premises of Plot no. _____ Block No. _____ Scheme _____ Street _____ in the town/city of _____, Assam and certify that the energy performance index ratio is _____ which is less than or equal to one. The EPI report is enclosed.

I/we further certify that all reasonable professional skill, care, and diligence have been taken to verify the energy consumption of the aforesaid building.

Copies of the electricity bills have been enclosed for your reference.

Yours faithfully

Signature

Name of Authorised/Empanelled Energy Auditor(s) (Building)

Registration No. /Mobile No.

Seal

Enclosure: Energy performance index ratio report as specified in the Appendix D of the Code.

Copy to: Director, Buildings Programme, Bureau of Energy Efficiency, 4th Floor, Sewa Bhavan,
R K Puram, New Delhi – 110 066